## Preferences
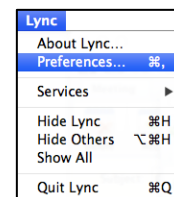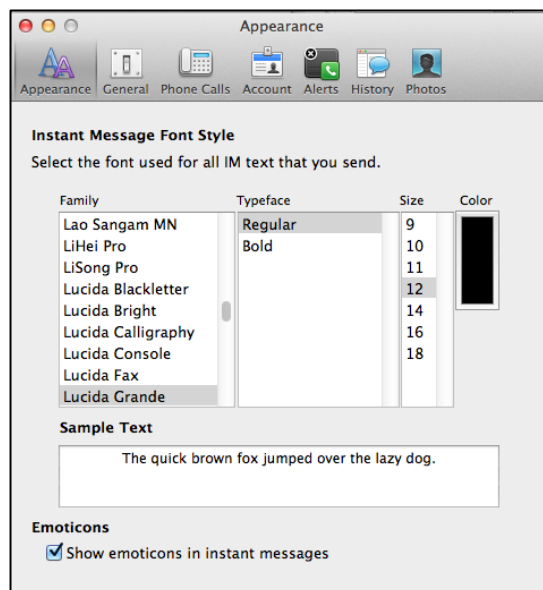
To open the Preferences window, click **Lync | Preferences...** (shown right).    The Preferences window displays defaulted to the Appearance tab (shown below).

### *Appearance Tab*

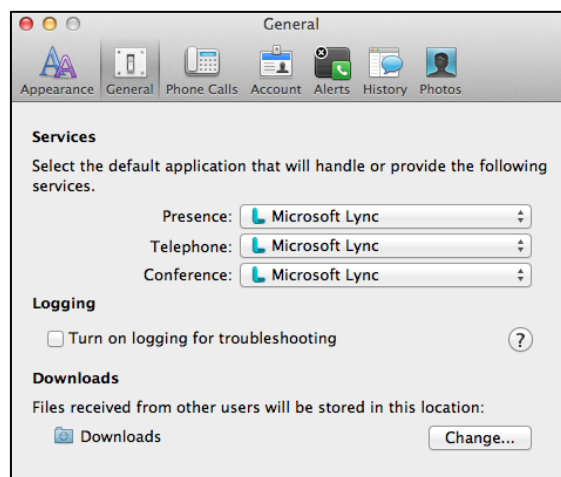The Appearance tab provides font and emoticon settings.

- The **Instant Message Font Style** options include:
    - **Family** to displays the available fonts.
    - **Typeface** to displays the font Regular or Bold.
    - **Size** to displays the options for text size.
    - **Color** to displays the options for text color.
- The **Sample Text** displays a text example in the font selected.
- The **Emoticons** section includes an option to enable emoticons in your instant messages.  Click to select the checkbox and enable the feature.

### *General Tab*

The General tab includes settings for default applications, troubleshooting, and download location.

- The **Services** section includes a **Presence**, **Telephone**, and **Conference** menu, allowing you to select which application you want to use for each.  They are defaulted to Microsoft Lync.
- The **Logging** section provides an error log option.  It provides a record of what happens when an error is encountered.
- The **Downloads** section indicates where received files are stored.  By default, they are saved in the Downloads folder.  However, you can change this by clicking **Change** and then navigating to the new location.

### *Phone Calls Tab*

The Phone Calls tab provides options for specifying how you want phone calls handled.

- The **Call Forwarding and Unanswered Calls** sections are currently unavailable for NASA users.[RI1].
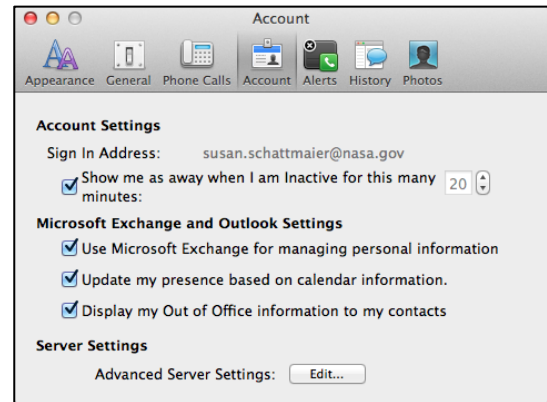
## Account Tab

The Account tab includes settings for Account, Microsoft Exchange and Outlook, and the Server.
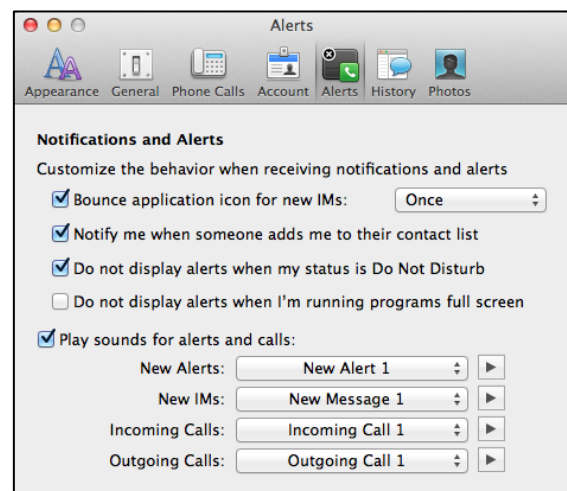
- The **Account Settings** section displays your sign in Address. You can select to show yourself as away when inactive for a specified amount of time. This setting is set to 20 minutes by default.
- The **Microsoft Exchange and Outlook Settings** section lets you activate the following preferences:
    - Use Microsoft Exchange for managing personal information. This setting is enabled by default.
    - Update my presence based on calendar. This setting is enabled by default.
- Display my Out of Office information to my contacts. This setting is enabled by default.
- The **Server Settings** section has an Edit button that you can click to alter serving settings. These settings are controlled at the agency level and should not be changed.

## Alerts Tab

The Alerts tab allows you to customize the Lync 2011 behavior when receiving notifications and alerts. It includes the following preferences:
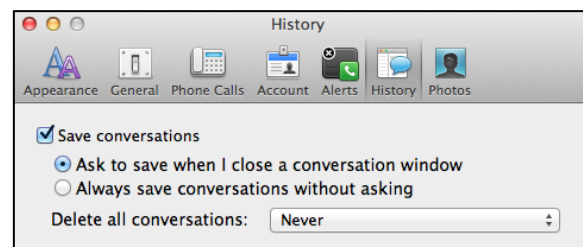
- **Bounce application icon for new IMs**. Select a number from the menu. Once is selected by default.
- **Notify me when someone adds me to their contact list**.
- **Do not display alerts when my status is Do Not Disturb**.
- **Do not display alerts when I'm running programs full screen**.
- Play sounds for alerts and calls. You can specify **New Alerts**, **New IMs**, **Incoming Calls**, and **Outgoing Calls**.

## History Tab

The History tab has options to specify how your conversations are saved.

- Check **Save conversations** if you want a record of your conversations. If you choose to save them, indicate whether they should be saved with or without asking you.
- The **Delete all conversations** option lets you specify how often IM conversations are deleted. The options are Older than one week, one month, one year or Never.

## Photos Tab

The Photos tab provides options for you to specify whether you want a default picture to appear. NASA Lync users do not have the capability to change the picture.